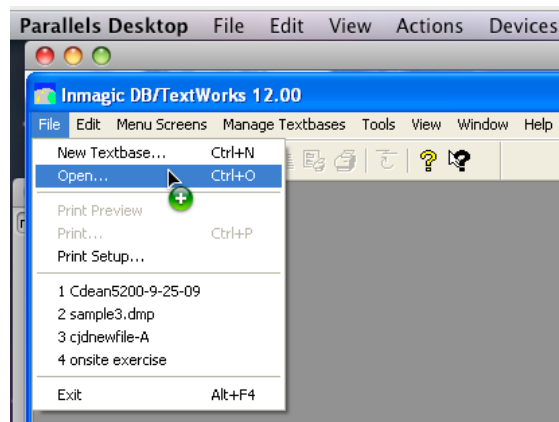


## Create Name Authority File.doc

(with InMagic)

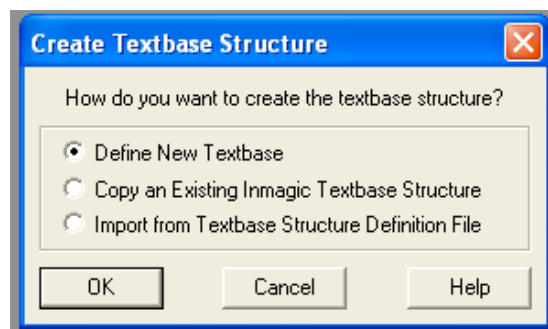
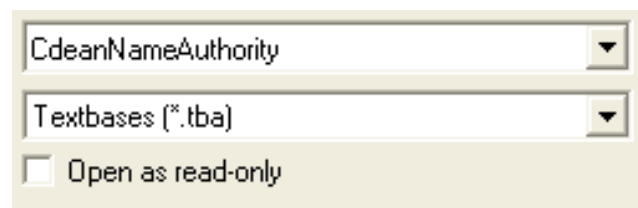
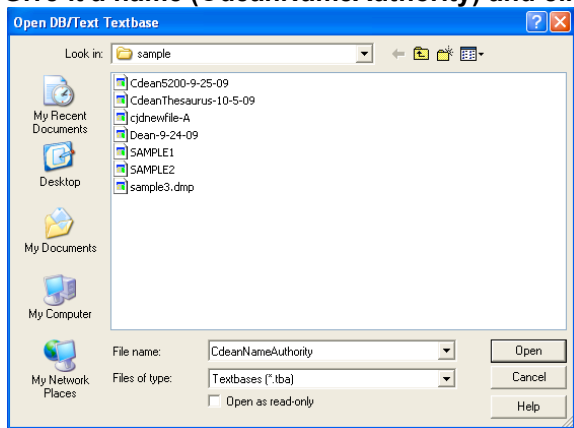
### Step 1.

All Programs => Inmagic Applications =>  
DBTextWorks folder => DBTextWorks program.



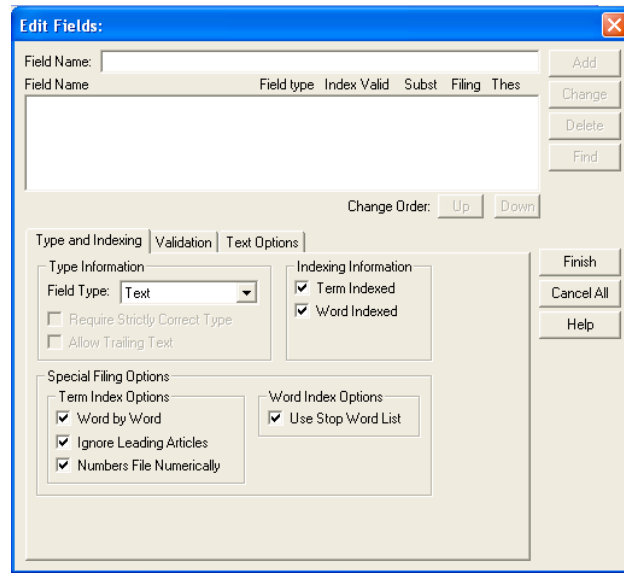
### Step 2.

Give it a name (CdeanNameAuthority) and click Open.



### Step 3.

Now I am starting it.



The 'Edit Fields' dialog box is shown with the 'Type and Indexing' tab selected. It contains a table for field definitions, a 'Field Name' input field, and various checkboxes for indexing and filing options.

Field Name	Field type	Index	Valid	Subst	Filing	Thes

Buttons: Add, Change, Delete, Find, Change Order (Up, Down), Finish, Cancel All, Help.

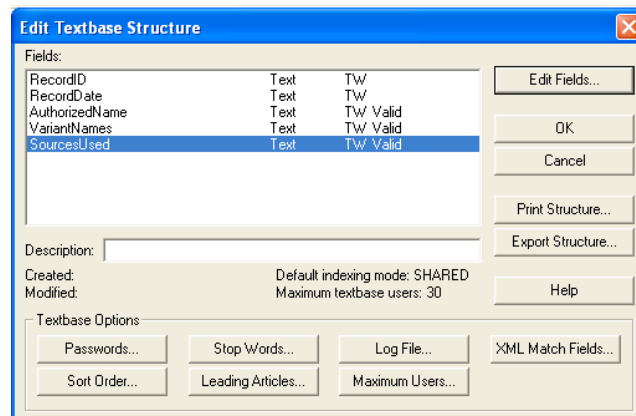
Field Name:

Field Type:

☐ Require Strictly Correct Type  
☐ Allow Trailing Text

Indexing Information:  
☒ Term Indexed  
☒ Word Indexed

Special Filing Options:  
Term Index Options:  
☒ Word by Word  
☒ Ignore Leading Articles  
☒ Numbers File Numerically  
Word Index Options:  
☒ Use Stop Word List



The 'Edit Textbase Structure' dialog box is shown. It contains a table of fields, a description field, and various options for textbase configuration.

Fields:		
RecordID	Text	TW
RecordDate	Text	TW
AuthorizedName	Text	TW Valid
VariantNames	Text	TW Valid
SourcesUsed	Text	TW Valid

Buttons: Edit Fields..., OK, Cancel, Print Structure..., Export Structure..., Help.

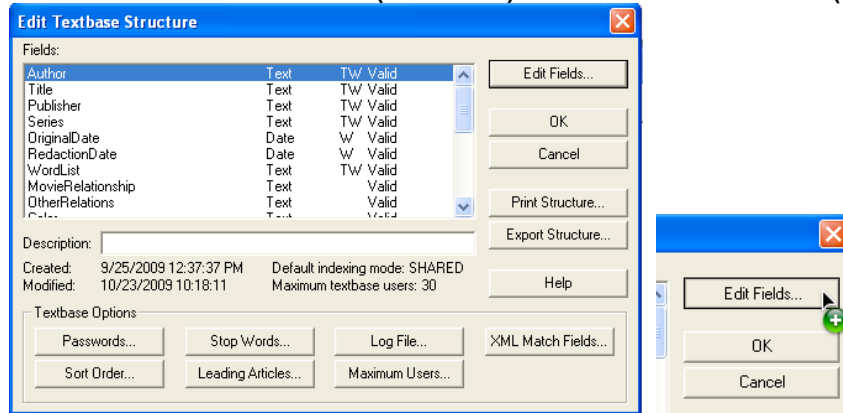
Description:

Created:  Default indexing mode: SHARED  
Modified:  Maximum textbase users: 30

Textbase Options:  
Passwords... Stop Words... Log File... XML Match Fields...  
Sort Order... Leading Articles... Maximum Users...

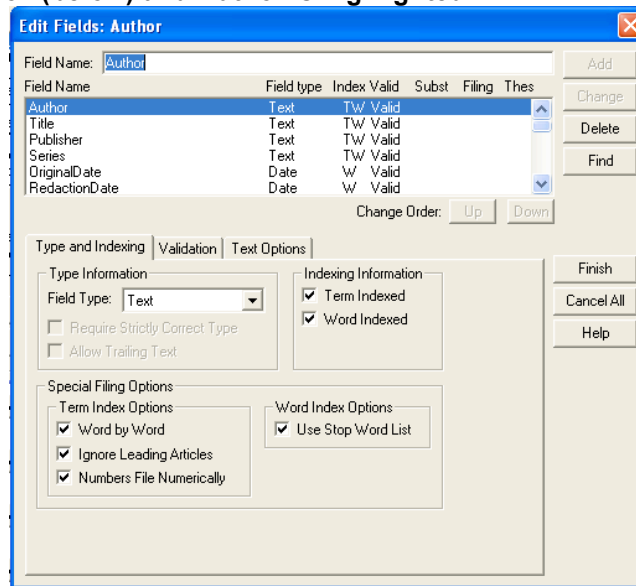
#### Step 4.

Here I am at the **Edit Textbase Structure** box (below/left). I will click **Edit Fields...** (below/right).



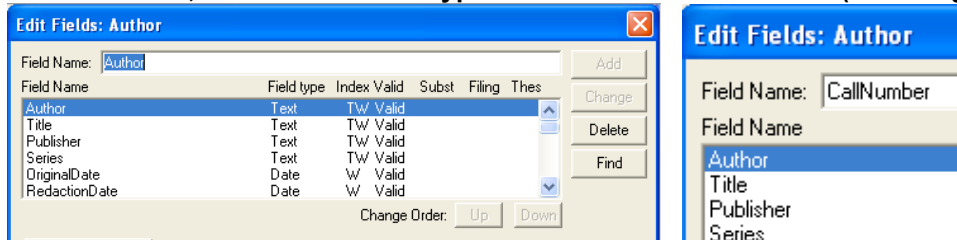
#### Step 5.

This is the **Edit Fields** box (below) and **Author** is highlighted.



#### Step 6.

I want to add a field name, **CallNumber**. I will typ that in the **Field Name** blank (below/right).



#### Step 7.

I will click Add (below).

The screenshot shows a table with columns: Field Name, Field type, Index, Valid, Subst, Filing, and Thes. The 'CallNumber' field is being added to the bottom of the list. To the right of the table are buttons for 'Add', 'Change', and 'Delete'. A green plus icon is visible next to the 'Add' button.

Field Name	Field type	Index	Valid	Subst	Filing	Thes
Text	Text	TW	Valid			
Text	Text	TW	Valid			
Text	Text	TW	Valid			
CallNumber						

#### Step 8.

CallNumber shows up at the bottom of the list. Since Author was highlighted when I added CallNumber, the CallNumber field has the attributes of the Author field. I will need to change that. This field will hold my “call number,” or the little code that is taped to spine of the book that helps the librarian know where it belongs on the shelf. It just might help the patron too.

The screenshot shows the 'Edit Fields: CallNumber' dialog box. The 'Field Name' is 'CallNumber'. Below it is a table with columns: Field Name, Field type, Index, Valid, Subst, Filing, and Thes. The 'CallNumber' field is selected in the list.

Field Name	Field type	Index	Valid	Subst	Filing	Thes
RecordDate	AutoDate	T				
Subject	Text	TW	Valid			
Classification	Code	T	Valid			
Altitude	Code	T	Valid			
CallNumber	Text	TW	Valid			

#### Step 9.

This is shows the Type and Indexing tab highlighted.

The screenshot shows the 'Type and Indexing' tab in the 'Edit Fields' dialog box. The 'Field Type' is set to 'Text'. The 'Indexing Information' section has 'Term Indexed' and 'Word Indexed' checked. The 'Special Filing Options' section has 'Word by Word', 'Ignore Leading Articles', and 'Numbers File Numerically' checked. The 'Word Index Options' section has 'Use Stop Word List' checked.

Field Name: CallNumber

Field type: Text

Index: TW

Valid: Valid

Change Order:

Type and Indexing | Validation | Text Options

Type Information

Field Type: Text

☐ Require Strictly Correct Type

☐ Allow Trailing Text

Indexing Information

☒ Term Indexed

☒ Word Indexed

Special Filing Options

Term Index Options

☒ Word by Word

☒ Ignore Leading Articles

☒ Numbers File Numerically

Word Index Options

☒ Use Stop Word List

### Step 10.

This is shows the Validation tab highlighted.

The screenshot shows the 'Validation' tab of the 'Edit Fields' dialog for the 'CallNumber' field. The 'Entry Validation' section has three checked options: 'Field Entry Required', 'Unique Entries Only', and 'Single Entry Only'. The 'Content Validation' section has 'No Content Validation' selected. Below these are fields for 'Range and Mask' (Minimum, Maximum, Mask) and two unchecked checkboxes: 'User May Override Content Validation' and 'User May Update Validation List with Override Value'.

### Step 11.

I will click Finish.

The screenshot shows the 'Edit Fields' dialog for 'CallNumber'. The 'Validation' tab is selected. The 'Finish' button is highlighted with a green circle and a plus sign. The dialog also shows a list of fields with their types and validation status, and buttons for 'Add', 'Change', 'Delete', 'Find', 'Up', and 'Down'.

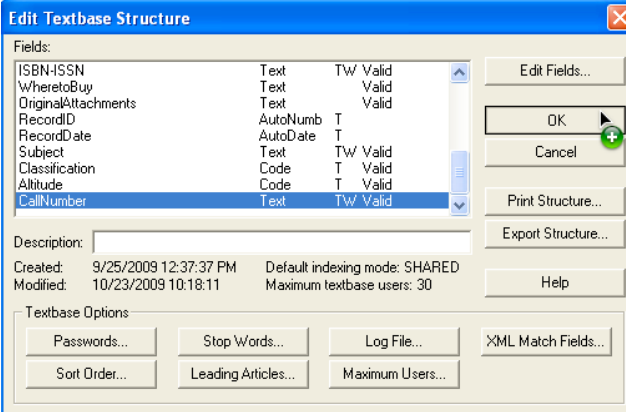
### Step 12.

I will click Yes.

The screenshot shows a confirmation dialog box titled 'Inmagic DB/TextWorks'. It contains a question mark icon and the text: 'The field you just edited has changes not applied by the 'Change' button. Do you want to apply these changes now?'. There are three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted with a green circle and a plus sign.

### Step 13.

I will click OK. Then I will click the next OK.



The 'Edit Textbase Structure' dialog box shows a list of fields with their data types and validation rules. The 'CallNumber' field is selected. The 'OK' button is highlighted with a mouse cursor.

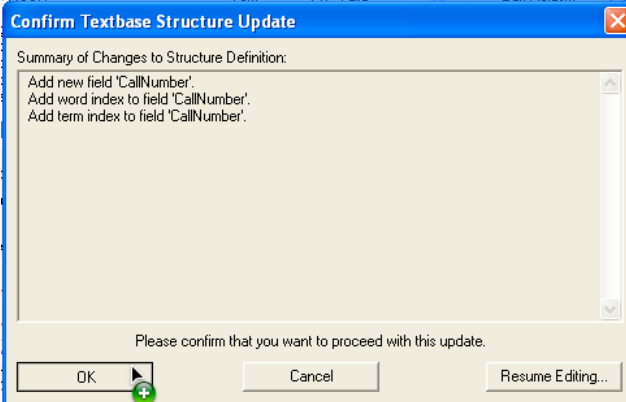
Field	Type	Validation
ISBN-ISSN	Text	TW Valid
WhereToBuy	Text	Valid
OriginalAttachments	Text	Valid
RecordID	AutoNumb	T
RecordDate	AutoDate	T
Subject	Text	TW Valid
Classification	Code	T Valid
Altitude	Code	T Valid
CallNumber	Text	TW Valid

Description:

Created: 9/25/2009 12:37:37 PM Default indexing mode: SHARED  
Modified: 10/23/2009 10:18:11 Maximum textbase users: 30

Textbase Options:

- Passwords...
- Stop Words...
- Log File...
- XML Match Fields...
- Sort Order...
- Leading Articles...
- Maximum Users...



The 'Confirm Textbase Structure Update' dialog box displays a summary of changes to the structure definition. The 'OK' button is highlighted with a mouse cursor.

Summary of Changes to Structure Definition:

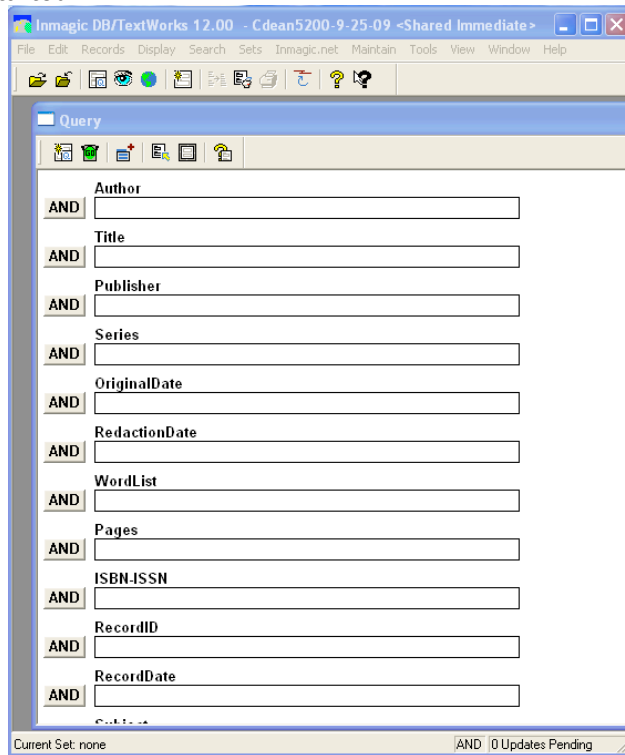
- Add new field 'CallNumber'.
- Add word index to field 'CallNumber'.
- Add term index to field 'CallNumber'.

Please confirm that you want to proceed with this update.

OK Cancel Resume Editing...

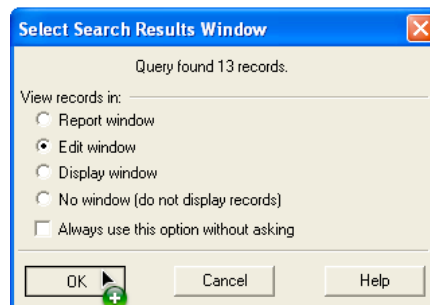
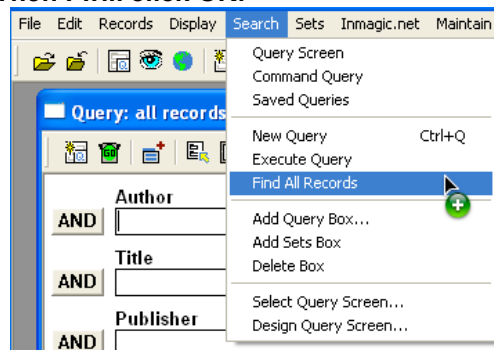
#### Step 14.

Going back to where I started.



#### Step 15.

I will click Find All Records. Then I will click OK.



### Step 16.

There is just enough room for me to see CallNumber at the bottom.

### Step 17.

So let me see what call number I will give to Alien Nation which is in record #1. Here is my classification scheme. It has four facets, SubjectGen, Altitude, Book, and RecordID. There is no field needed for the Book facet. But the other three facets derive their information from a field.

I have a RecordID field. I have an Altitude field that I recently created. But I have no SubjectGen field. Well, I will just have to create one! But while you are here, take a look at my classification scheme. It is impressive!

### Classification Schem

<u>Classes</u>	<u>SubjectGen</u> <u>(1<sup>st</sup> facet)</u>	<u>Altitude</u> <u>(3<sup>rd</sup> facet)</u>	<u>Book(no.field.needed)</u> <u>(2<sup>nd</sup> facet)</u>	<u>RecordID</u> <u>(4<sup>th</sup> facet)</u>
Class Spying (row)	Spy (spying)	006 through 024	Bo for book. Ge for general	1 – infinity (unique muber)
Potential class...	could be added ...	on this row.		
Class Taxation (row)	Tax (taxation)	006 through 024	Bo for book. Ge for general	1 – infinity (unique muber)
Class Law general (row)	Law (law generally)	006 through 024	Bo for book. Ge for general	1 – infinity (unique muber)
Calss Military (row)	Mil (military)	006 through 024	Bo for book. Ge for general	1 – infinity (unique muber)
		006 through 024	Bo for book.	1 – infinity



			<b>Ge for general</b>	<b>(unique muber)</b>
--	--	--	-----------------------	-----------------------

**First facet: SubjectGen**

**Spy**     books about spying  
**Tax**     books about taxation  
**Law**     books about law problems generally  
**Mil**     books about military

**Third facet: Altitude**

**006**         6 inches tall  
**008**         8 inches tall  
**010, etc.**

**Second facet: Book (An exception is General. There is no field for this facet.)**

**Bo**        book  
**Ge**        general

**Fourth facet: RecordID**

**Step 18.**

Here I have created a SubjectGen field. The snapshot below shows Type and Indexing.

**Edit Fields: SubjectGen**

Field Name: SubjectGen

Field Name	Field type	Index	Valid	Subst	Filing	Thes
Subject	Text	TW	Valid			
Classification	Code	T	Valid			
Altitude	Code	T	Valid			
CallNumber	Text	TW	Valid			
<b>SubjectGen</b>	Text	TW	Valid			

Change Order: Up Down

**Type and Indexing** | Validation | Text Options

**Type Information**

Field Type: Text

☐ Require Strictly Correct Type

☐ Allow Trailing Text

**Indexing Information**

☒ Term Indexed

☒ Word Indexed

**Special Filing Options**

**Term Index Options**

☒ Word by Word

☒ Ignore Leading Articles

☒ Numbers File Numerically

**Word Index Options**

☒ Use Stop Word List

Buttons: Add, Change, Delete, Find, Change Order, Up, Down, Finish, Cancel All, Help

### Step 19.

The snapshot (below/left) shows the Validation tab. Now (below/right) I will click Edit List...

The left screenshot shows the 'Edit Fields: SubjectGen' dialog box. The 'Field Name' is 'SubjectGen'. The 'Field type' is 'Text'. The 'Index Valid' is 'TW Valid'. The 'Subst' is 'Valid'. The 'Filing' is 'Valid'. The 'Thes' is 'Valid'. The 'Validation' tab is selected. The 'Entry Validation' section has 'Field Entry Required' checked, 'Unique Entries Only' unchecked, and 'Single Entry Only' checked. The 'Content Validation' section has 'No Content Validation' selected, 'Use Range and/or Mask' unselected, 'Use Validation List' selected, and 'Use Thesaurus as Validation List' unselected. The 'Edit List...' button is highlighted. The 'Range and Mask' section has 'Minimum', 'Maximum', and 'Mask' fields. The 'User May Override Content Validation' and 'User May Update Validation List with Override Value' checkboxes are unchecked.

The right screenshot shows the same dialog box. The 'Edit List...' button is highlighted. The 'Field Name' is 'SubjectGen'. The 'Field type' is 'Text'. The 'Index Valid' is 'TW Valid'. The 'Subst' is 'Valid'. The 'Filing' is 'Valid'. The 'Thes' is 'Valid'. The 'Validation' tab is selected. The 'Entry Validation' section has 'Field Entry Required' checked, 'Unique Entries Only' unchecked, and 'Single Entry Only' checked. The 'Content Validation' section has 'No Content Validation' selected, 'Use Range and/or Mask' unselected, 'Use Validation List' selected, and 'Use Thesaurus as Validation List' unselected. The 'Edit List...' button is highlighted. The 'Range and Mask' section has 'Minimum', 'Maximum', and 'Mask' fields. The 'User May Override Content Validation' and 'User May Update Validation List with Override Value' checkboxes are unchecked.

### Step 20.

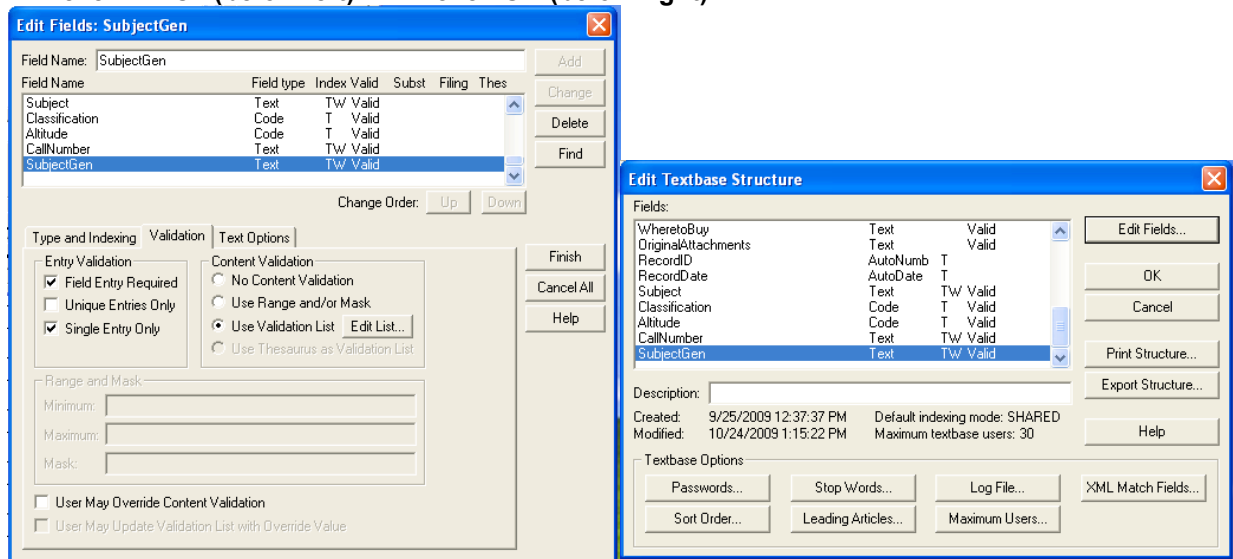
And here I am (below/left) at the Edit Validation List box for the SubjectGen field. Then I added (below/right) the terms Law, Mil, Spy, and Tax. I will presume you have seen my other tutorials and that you can do this. I will click OK.

The left screenshot shows the 'Edit Validation List: SubjectGen' dialog box. The 'Entry' field is empty. The 'OK', 'Cancel', 'Add', 'Change', 'Delete', 'Find', 'Clear All', 'Print List...', and 'Help' buttons are visible. The 'Merge File into List...', 'Replace List with File...', and 'Update Records' checkboxes are unchecked.

The right screenshot shows the same dialog box. The 'Entry' field contains 'MIL'. The list of terms is: Law, Mil, Spy, Tax. The 'OK', 'Cancel', 'Add', 'Change', 'Delete', 'Find', 'Clear All', 'Print List...', and 'Help' buttons are visible. The 'Merge File into List...', 'Replace List with File...', and 'Update Records' checkboxes are unchecked.

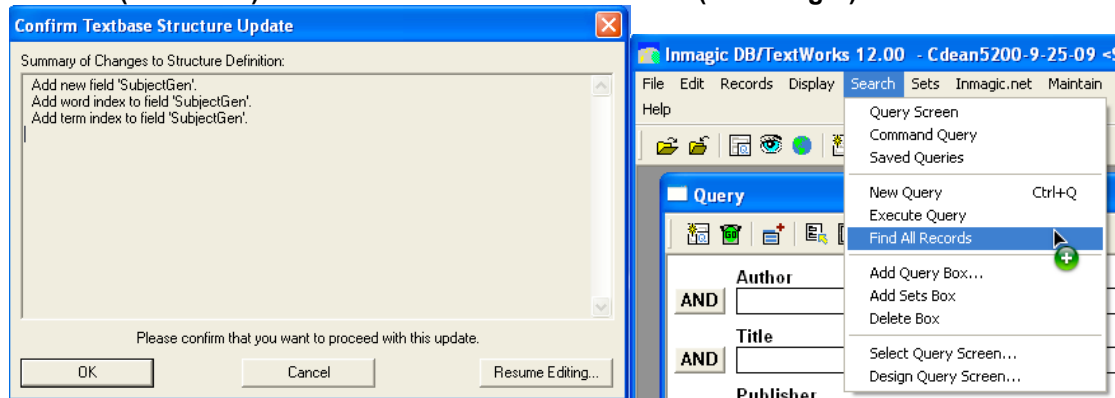
### Step 21.

I will click Finish (below/left). I will click OK (below/right).



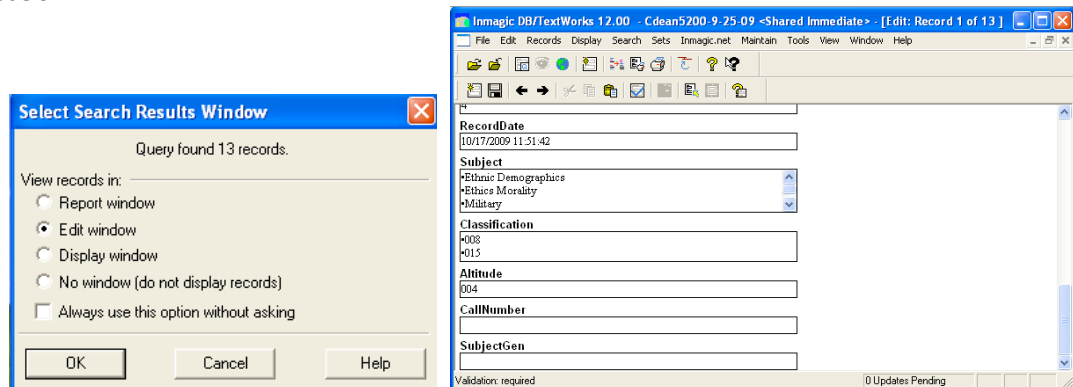
### Step 22.

I will click OK (below/left). Then I will click Find All Records (below/right).



### Step 23.

I will click OK (below/right). And here I am (below/right) at the Edit window for Record 1 of 13. I have already scrolled to the bottom so you can see the two latest fields, CallNumber and SubjectGen.



#### Step 24.

I will put my cursor in the SubjectGen field (below/left) and I will press F3. And here (below/right) is my Editing Choices Browser for the SubjectGen field.

**Editing Choices Browser: SubjectGen**

Find:

Choices List:  Number of entries pasted: 0

- Law
- Mil
- Spy
- Tax

Paste  
Replace  
Properties...  
Search...  
Print List...  
Close  
Help

List Shows  
☒ Validation List ☐ Substitution List ☐ Links ☐ Thesaurus

Validation: required, single-only, valid-list

#### Step 25.

I will highlight Law (below/right) and paste it into the SubjectGen field(below/left).

**Editing Choices Browser: SubjectGen**

Find:

Choices List:  Number of entries pasted: 2

- Law
- Mil
- Spy
- Tax

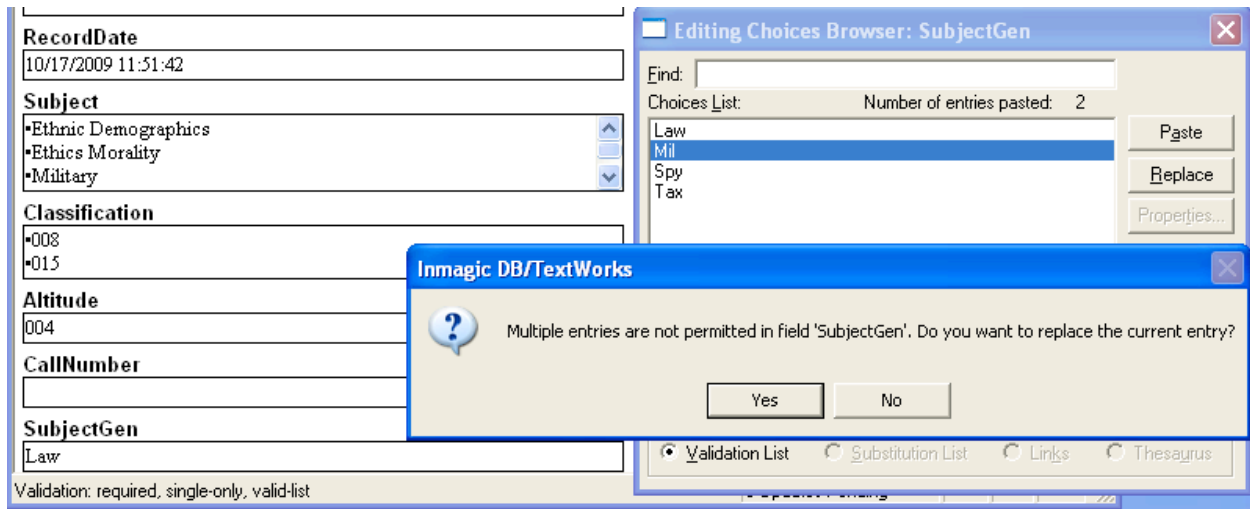
Paste  
Replace  
Properties...  
Search...  
Print List...  
Close  
Help

List Shows  
☒ Validation List ☐ Substitution List ☐ Links ☐ Thesaurus

Validation: required, single-only, valid-list

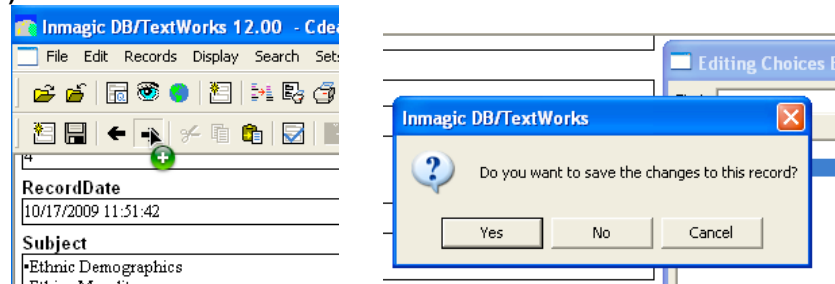
#### Step 26.

Now I will highlight Mil (below/right) and I will try to Paste it into the SubjectGen field. But when I do I get the question box (below/right) telling me that multiple entries are not permitted. If you will review [Step # 21](#), you will see that Single Entry Only was checked. I will click No (below).



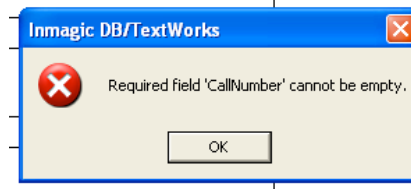
#### Step 27.

Then I will click the right arrow (below/left) so I can move on to the next record. Then I will click Yes (below/right).



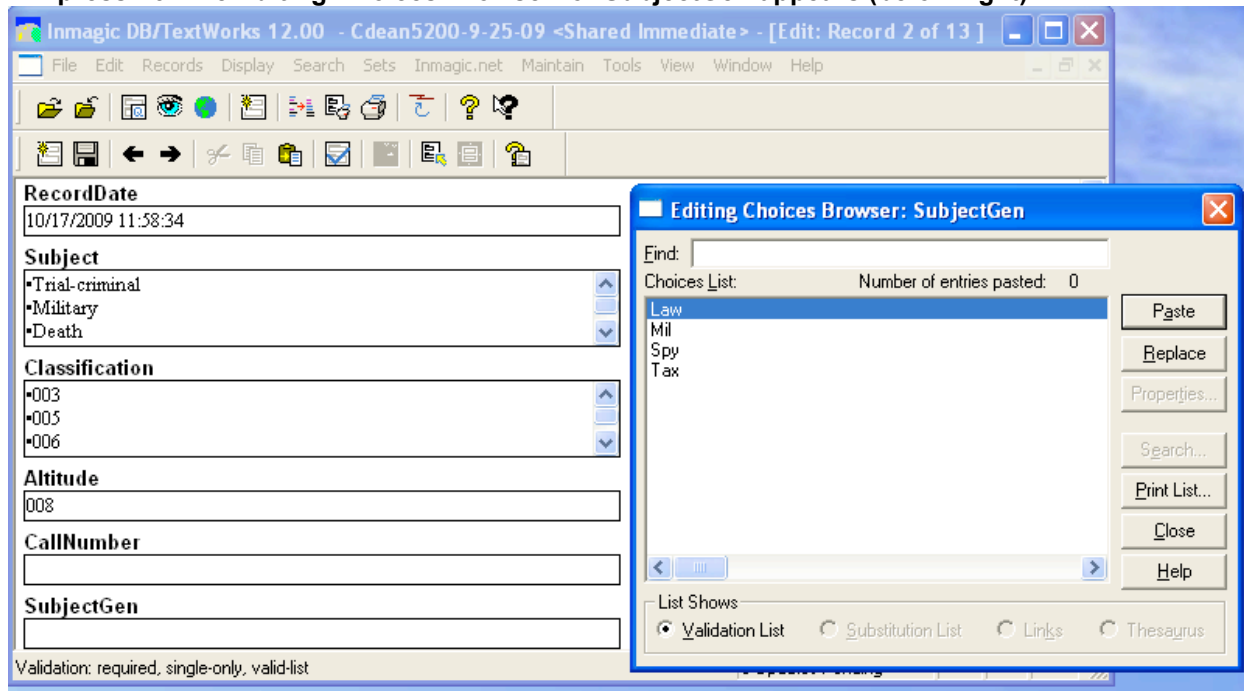
#### Step 28.

Well the system reminds me that CallNumber cannot be left empty. So I will put "zzzz" in the CallNumber field for now. I will change it later to a more intelligent looking data string.



### Step 29.

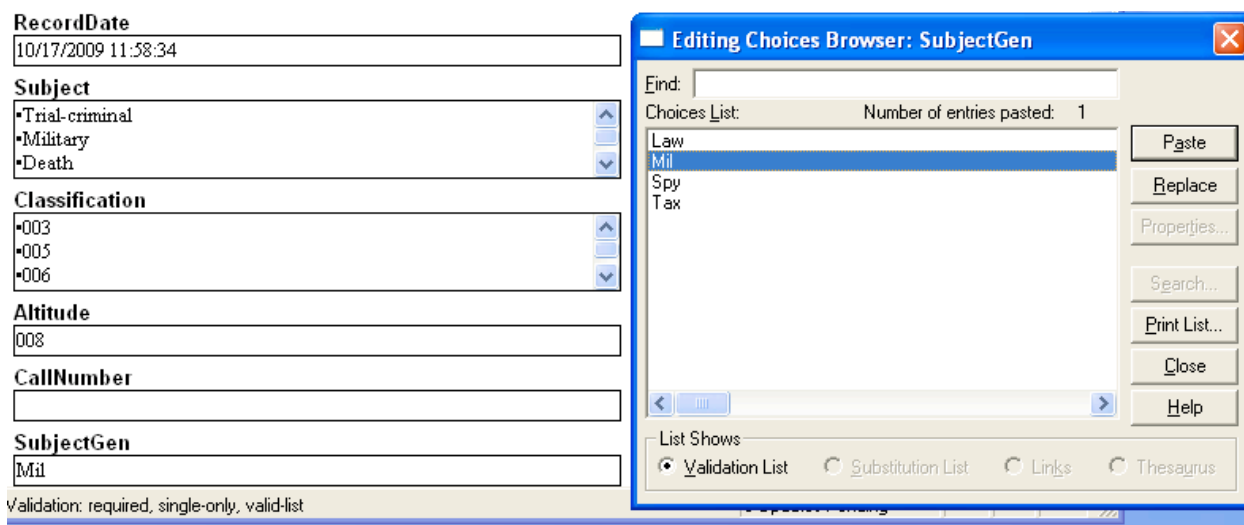
How here I am at Record # 2 of 13 (below/right). I will put the cursor in the SubjectGen field and I will press F3. The Editing Choices Browser for SubjectGen appears (below/right).



### Step 30.

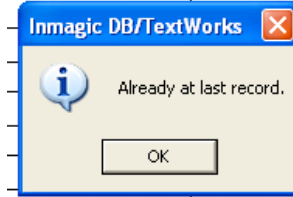
I will highlight Mil (below/right) and press Paste. Then I can see Mil (below/left) appear in the SubjectGen field. Again I will type zzz, or some nonsensical thing into the CallNumber field because the system does not want it left blank. However, each nonsensical thing must be different from all the other nonsensical things in this field.

I will continue this process until all records have either Law, Mil, Spy, or Tax in the SubjectGen field. By the way, this is the general subject field. It will be my first facet. I think you saw that above in [Step # 17](#).



### Step 31.

Eventually I get to the end of my records.



### Step 32.

Now I am sitting here at record #13, my last record. I will use my facets to build the CallNumber.

The first facet is “Law”

The 2<sup>nd</sup> facet is “Bo”

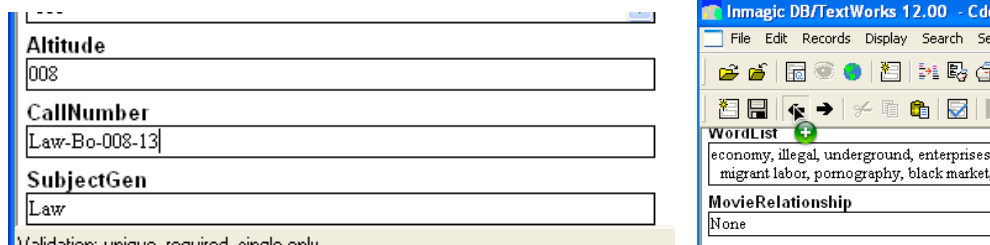
The 3<sup>rd</sup> facet is “008”

The 4<sup>th</sup> facet is 13

### Step 33.

I will string these together with a hyphen inbetwixt each facet—“Law-Bo-008-13”

I will put this call number in the CallNumber field. This time around I will click the left arrow (below/right) and repeat this process until I reach Record # 1.



### Step 34.

Now that I have finished, here are my call numbers. You can see that each is composed of four facets. The last facet is the RecordID which assures that each will be unique.

Law-Bo-004-1  
Mil-Bo-008-2  
Spy-Bo-008-3  
Spy-Bo-006-4  
Law-Bo-006-5  
Law-Bo-008-6  
Law-Bo-006-7  
Tax-Bo\_008-8  
Spy-Bo-008-9  
Tax-Bo-010-10  
Law-Bo-006-11  
Law-Bo-006-12  
Law-Bo-008-13